

## **JOB DESCRIPTION**

**Post Title:** Lunchtime Supervisor

**Salary/Grade:** LGSS Scale B

**Hours:** Monday to Friday 12noon – 2.30pm, to be agreed

**Employed by:** Northampton Free School Trust

**Reporting to:** Vice Principal or other nominated staff

**Role summary:** Securing the safety, and welfare of our learners during lunch. This will involve effective supervision of learners in and about the premises of Wootton Park School in accordance with the general instructions of the school.

### **1. PURPOSE AND SCOPE:**

#### **Under direction:**

- 1.1 Supervision and control of learners in the dining hall.
- 1.2 Supervision and control of learners in the playground and about other school premises.
- 1.3 Ensures the safety and well-being of learners and the adherence of school procedures.
- 1.4 Associated ancillary duties.
- 1.5 Manage the litter picking of the site after lunch.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1 Supervision of dining areas**

- Organising dinner queue and entrance of learners into snack hall and from snack hall to playground: ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to senior staff or nominated member of staff according to severity of incident.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Encourage social skills and good table manners, ensuring safety with knives and forks.
- Ensure the learners leave the tables clean for the next occupant.

## **2.2 Supervision and controls of learners in the playground and about other school premises, including:**

- Supervision and control of the school entrance during lunch to ensure that learners do not leave the school without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to senior staff / nominated member of staff.
- Direction of learners to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play, etc.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by the learners to the senior staff/nominated member of staff.
- Supervision and control of learners inside school premises when they are not allowed outside in inclement weather.
- Being aware of the extra difficulties that accompany indoor lunch periods, making every reasonable effort to ensure safety by regular patrol of the buildings and classrooms.
- Ensuring in accordance with instructions given that all learners return to the care of teachers for afternoon lessons.

## **2.3 Associated Ancillary Duties**

- Checking toilet areas regularly for signs of inappropriate student behaviour – smoking/ vandalism, blockage of toilet/wash basins and to ensure learners are not loitering or playing in toilet areas. Reporting any damage or blockages to the site team.
- Ensuring that any learners who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.

## **3. GENERAL DUTIES**

- 3.1 Child protection – to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy.
- 3.2 The lunch-time supervisor must act as a responsible caring adult with the health, safety and welfare of children always in mind: must show conduct which commands respect.
- 3.3 Carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- 3.4 Participate in training and other learning activities as required and to participate in appraisal and professional development.
- 3.5 Undertake other similar duties and activities that fall within the grade and role as may be reasonably required by the Principal.

### Person Specification

The successful candidate is likely to be able to demonstrate the following:-

Criteria	Essential	Desirable
<b>Experience:</b> <ol style="list-style-type: none"> <li>Experience of supervising learners in a school environment</li> <li>Experience of working with children and young people (either paid or unpaid)</li> <li>Experience of leading a team</li> </ol>		D  D  D
<b>Qualifications and Training:</b> <ol style="list-style-type: none"> <li>First Aid Certificate</li> </ol>		D
<b>Knowledge and Skills:</b> <ol style="list-style-type: none"> <li>Basic knowledge of First Aid</li> <li>Understanding of relevant behaviour policies and procedures</li> <li>Ability to work effectively as part of a team and to apply given instructions</li> <li>Good communication skills with people at all levels (children and adults)</li> <li>Ability to gain respect of learners through manner of confidence and authority</li> <li>A knowledge and understanding of the welfare and social needs of learners during a mid-day break.</li> </ol>	E E E E	D    D
<b>Personal qualities:</b> <ol style="list-style-type: none"> <li>Able to react calmly and quickly in an emergency</li> <li>Enthusiastic, conscientious</li> <li>Honest, reliable, loyal, punctual</li> </ol>	E E E	